



DRAFT EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, September 8, 2005

10:00 – 11:30 a.m.

IDOT ITS Program Office, Schaumburg, Illinois

Committee Members in Attendance:

Gary Rylander, President (Edwards and Kelcey)
David Zattero, Vice President (Illinois DOT)
Cindy Paulauskas, Secretary (NAVTEQ)
Ken Glassman, Treasurer (Illinois Tollway)
Jeff Hochmuth, Immediate Past President (Wilbur Smith)

Others in Attendance:

Dave Henkel (Edwards and Kelcey)
Duana Love (RTA)
Michelle McGinn (HDR)
Thomas Ewing (Argonne National Laboratory)

Note: Attendance by teleconference is shown by italics

1. Call to Order. President Rylander called the committee meeting to order at 10:04 a.m. Those in attendance introduced themselves. There were no changes to the agenda.
2. Approval of Minutes. There were no formal minutes of the May 18th Executive Committee meeting. Ken Glassman requested that a correction be made to the minutes, previously distributed, of the June 20th Board of Directors Meeting. President Rylander requested that the action items from Board meetings be distributed via email within a week after the meetings, and the minutes could be distributed later if they are not yet complete.
3. President's Report. President Rylander presented the report verbally.
 - A. Status of Committee Co-Chair Appointments. There are two outstanding openings for committee co-chair appointments: Outreach and Publicity. Michelle McGinn will contact potential co-chairs for the Outreach Committee, who include Dean Mentjes (FHWA) and Jeremy Wolstan (NAVTEQ). The Publicity Committee has some members who are willing to serve, but no one has been appointed yet. Vice President Zattero will send the contact information for a PR consultant who may be an asset as co-chair or otherwise. One point of potential concern is that both of the co-chairs for the Technical Committee are now from NET Corp.; diversity of representation is a goal in committee membership and leadership.
 - B. Midwestern Regional Electronic Payment Systems Workshop, Chicago, October 24-25. The workshop information is on the ITSA and ITSMW websites. The program looks very good, as do the speakers. The topics include transit, parking, tollways, as well as VII and the future. ITSMW is not involved in the workshop. Michelle McGinn will coordinate with Vice President Zattero about using the mailing list as an email distribution, and about membership recruitment opportunities.
 - C. ITS World Congress, November 6-10, San Francisco. President Rylander and Vice President Zattero will be attending. Michelle McGinn and Zattero will work with ITSA to have ITSMW materials at the ITSA booth. Secretary Paulauskas offered to give an overview of the Innovative Mobility Showcase (IMS) at the next BOD meeting.

- D. Next Board of Directors meeting: September 27, 2005 at 2:00 p.m., NAVTEQ offices in downtown Chicago. NAVTEQ is on the 9th floor of the Merchandise Mart in Suite 900, and the meeting will be in the CTA conference room.
- E. New Agenda Item: Consideration of a permanent mailing address for ITSMW. We are in the process of registering ITSMW in Cook County, changing it from DuPage County, which requires certified copies of documents to be sent to the Country Recorder of Deeds. It may make sense to get a permanent address at a UPS store, or one of the private sector member companies to avoid having to re-register in the future.

4. Committee Reports.

President Rylander requested that Committee Co-Chairs and the Treasurer send their reports to the entire Board of Directors, as well as the non-Board-member co-chairs, after he distributes the preliminary agendas for both the Executive Committee and Board of Director meetings. President Rylander will review the Committee reporting guidelines previously distributed and amend them accordingly.

- A. Finance. Treasurer Ken Glassman reviewed the distributed Adopted Budget to Actual Comparison, as well as the Financial Statement for January 1-September 5, 2005, which are appended to these minutes. Treasurer Glassman is awaiting an invoice for the FHWA Turbo Architecture Course in Indianapolis that ITSMW co-sponsored for \$2,700.
- B. Meetings. Duana Love presented the update. She thanked Gerry Tumbali for filling in during her leave. The Meetings Committee is working on planning the annual meeting, and distributed a survey to all the Board members. She will discuss the results at the September Board meeting, at which time we will finalize the date(s) and venue. Michelle McGinn will be prepared to discuss electronic registration and payment issues at the September Board meeting as well. The attendance goal is between 100-150 attendees. President Rylander wants to set the 2007 annual meeting date at the Board meeting in June 2006, and follow that same schedule in future years.
- C. Member Services. Dave Henkel presented the update. Their number one priority is to move the member information to a database, which will include fields of special interests for targeting mailings. The goal will be to have the database available online, but password protected so sensitive information, such as financial records, can have more restricted access rights. Member Services will work with Paul Lamb and the GCM Corridor to coordinate. The goal is to have the new system up by the new fiscal year.
- D. Outreach. Michelle McGinn presented the update. Committee co-chairs are requested to email their member rosters and contact information to Michelle.Mcginn@hrdinc.com. The committee needs consensus on what direction they should take the Communications Plan. They will distribute a survey, and have a conference call to discuss prior to the September Board meeting.
- E. Publicity. Thomas Ewing presented the update. The Committee will email a ballot with new logo options, for final decision at the September Board meeting. The next newsletter will be in October, with the draft in mid-September. The Committee will develop an overview of publicity options (e.g. newsletter distribution) and budget impacts.
- F. Recognition. No report.
- G. Technical. No report.
- H. Training. President Rylander and Vice President Zavattero presented the update since neither co-chair was able to attend. The goal is to sponsor or co-sponsor at least one training session in each state in each year. There is an online standards course, and two upcoming webcasts: reauthorization and dynamic message signs for travel times. Vice President Zavattero will make sure Michelle McGinn is added to the distribution

lists of these announcements so she can ensure they are added to the ITSMW calendar. The NHI Turbo Training course had a full house from Indiana, especially from MPOs, and from Illinois, and Minnesota as well. A follow-up course on using regional architectures is being developed by NHI soon. Vice President Zavattero will check if FHWA is interested in co-sponsorship.

5. Secretary's Report. Secretary Paulauskas had no additional items to report.
6. Member Announcements. Secretary Paulauskas presented a brief overview on the efforts NAVTEQ was undertaking in support of the Gulf Coast hurricane relief efforts. She advocated that a service the chapter may be able to offer its members is to coordinate the ITS Midwest member company's response to disasters. She will work with Jeff Hochmuth to develop a proposal for the Board of Directors.

ITS Coordinating Council meeting. VP Zavattero attended and reported that Neil Schuster is open to speaking at the ITSMW annual meeting. There was an ITSA Board of Director's retreat and the hot topics were Homeland Security, VII and RITA.

7. Set Future Meeting Date. The next meeting of the ITSMW Executive Committee was tentatively scheduled for Wednesday, November 2 at 9:00 at the Illinois Tollway offices in Downers Grove.
8. Adjourn. The meeting was adjourned at 11:35 a.m.

Respectfully submitted,

Cindy Paulauskas
Secretary

Attachments

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ATTACHMENTS FOLLOW

- Agenda
- ITS Midwest Adopted Budget to Actual Comparison
- ITS Midwest Financial Statement for the Period January 1, 2005 to September 5, 2005

P R E L I M I N A R Y M E E T I N G A G E N D A
ITS MIDWEST EXECUTIVE COMMITTEE

Thursday, September 8, 2005
10:00 – 11:30 a.m.
IDOT ITS Program Office
120 W. Center Court, Schaumburg, Illinois

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|-------|--|-------------------------------------|
| 10:00 | 1. Call to Order | G. Rylander |
| 10:00 | 2. Approval of Minutes | G. Rylander |
| 10:03 | 3. President's Report
A. Status of Committee Co-Chair Appointments
B. Midwestern Regional Electronic Payment Systems Workshop, Chicago, October 24-25
C. ITS World Congress, November 6-10, San Francisco
D. Next Board of Directors meeting: September 27, 2005 at 2:00 p.m., NAVTEQ, Chicago Loop | G. Rylander |
| 10:20 | 4. Committee Reports
A. Finance – Glassman
B. Meeting – Love, Simpson
C. Member Services – Provost, Henkel
D. Outreach – McGinn
E. Publicity – Ewing
F. Recognition – Weiland
G. Technical – Brahm, Lee
H. Training – Bullock, Hammerl | J. Hochmuth,
Committee Co-Chairs |
| 11:15 | 5. Secretary's Report | C. Paulauskas |
| 11:20 | 6. Other Items | All |
| 11:28 | 7. Schedule Next Executive Committee Meeting | G. Rylander |
| 11:30 | 8. Adjourn | |

**ITS MIDWEST
ADOPTED BUDGET TO ACTUAL COMPARISON**

<u>Revenues</u>	Proposed	Actual	Adopted	Actual
	<u>2004</u>	<u>2004</u>	<u>2005</u>	<u>2005</u>
Membership Dues	\$ 5,300.00	\$ 7,730.00	\$ 5,000.00	\$ 7,600.00
Interest Earned	\$ 500.00	\$ 269.64	\$ 300.00	\$ 70.25
Other Income		\$ 8,769.55		
Annual Meeting Revenues	<u>\$ 16,000.00</u>	<u>\$ 17,160.00</u>	<u>\$ 15,000.00</u>	<u>\$13,585.00</u>
Total Revenues	\$ 21,800.00	\$ 33,929.19	\$ 20,300.00	\$21,255.25

Expenses

Annual Meeting	\$ 9,000.00	\$ 18,844.55	\$ 13,500.00	\$11,999.37
Board Meeting and Meeting Support	\$ 1,200.00	\$ 695.17	\$ 1,000.00	\$ 25.43
Officer Travel	\$ 2,000.00	\$ 963.41	\$ 1,500.00	\$ 605.43
Newsletters				
Printing	\$ -	\$ 1,605.00	\$ 1,500.00	\$ 3,255.20
Assoc. Expenss	\$ -		\$ -	\$ 505.00
Website Maintenance	\$ 2,500.00	\$ 1,485.00	\$ 3,000.00	\$ 2,025.00
Membership Mailings	\$ 800.00	\$ 664.07	\$ 1,500.00	\$ 113.88
Outreach				
State Outreach				
Illinois DOT	\$ 1,000.00	\$ 204.75	\$ 1,000.00	
Indiana DOT	\$ 1,000.00	\$ 995.25	\$ 1,000.00	\$ 228.74
Wisconsin DOT	\$ -		\$ -	
Promotions	\$ 1,500.00	\$ 300.00	\$ 1,000.00	

Chapter Recognition Awards	\$ -	\$ 110.15	\$ 200.00	\$ 186.05
Legislative	\$ 1,500.00		\$ 1,500.00	
Sponsorships	\$ -			
Conference and Training Support	\$ 6,000.00	\$ 5,457.22	\$ 7,000.00	\$ 1,000.00
Student Outreach				
Scholarships	\$ 2,000.00		\$ 2,000.00	
Special Projects				
Business Cards	\$ 750.00		\$ 750.00	
Insurance and Fees	\$ 1,700.00	\$ 1,065.00	\$ 2,000.00	\$ 1,455.00
Affiliation Fees	\$ 250.00	\$ 250.00	\$ 250.00	
Misc.	<u>\$ 500.00</u>	<u>\$ 30.50</u>	<u>\$ 200.00</u>	<u>\$ 15.45</u>
Total Expenses	<u>\$ 31,700.00</u>	<u>\$ 32,670.07</u>	<u>\$ 38,900.00</u>	<u>\$21,414.55</u>
Net Asset Gain/(Loss)	<u>\$ (9,900.00)</u>	<u>\$ 1,259.12</u>	<u>\$ (18,600.00)</u>	<u>\$ (159.30)</u>

ITS Midwest

Financial Statement for the Period January 1, 2005 to September 5, 2005

Revenues

Interest Earned	\$ 70.25	
Other Income	\$ -	
2004 Membership Dues	\$ 600.00	
2005 Membership Dues	\$ 5,700.00	
ITSA Rebates	\$ 1,300.00	
ITS Midwest Annual Meeting	\$ 13,585.00	
Total Revenues		\$21,255.25

Expenses

Annual Meeting	\$ 11,999.37	
Board Meeting and Meeting Support	\$ 25.43	
Officer Travel	\$ 605.64	
Newsletters		
Printing	\$ 3,255.20	
Assoc. Expenses	\$ 505.00	
Website Maintenance	\$ 2,025.00	
Membership Mailings	\$ 113.88	
Outreach		
State Outreach		
Illinois DOT	\$ -	
Indiana DOT	\$ 228.74	
Promotions	\$ -	
Chapter Recognition Awards	\$ 186.05	
Legislative		
Sponsorships		
Conference and Training Support	\$ 1,000.00	
Student Outreach		
Scholarships		
Special Projects		
Internship		
Business Cards		
Insurance and Fees	\$ 1,455.00	
Affiliation Fees	\$ -	
Miscellaneous	\$ 15.45	
Total Expenses		\$21,414.76

Balances

Checking Account ending July 31, 2005	\$ 21,602.73	
Outstanding Checks as of Sept. 5, 2005	\$ (1,469.31)	
Outstanding Deposits as of Sept. 5, 2005	\$ -	
Money Market ending June 23, 2005	\$ 79,670.76	
Total Assets as of September 5, 2005	\$ 99,804.18	

